
GENERAL INFORMATION FOR SCHOOLS

SPECIAL EXAMINATION CENTRES

Some examination candidates being provided with access arrangements under the RACE scheme may be sitting their examinations in a shared or an individual special examination centre for some or all of their examinations.

All school appointed superintendents including those of special examination centres, including those acting as reader, reading assistants and scribes, etc. will collect examination papers and stationery from the SEC appointed superintendent in advance of each examining session and will return completed scripts and other materials at the conclusion of each examination session.

In general it is preferable for candidates in special examination centres to be superintended by persons not known to them in order to preserve the integrity of the examinations. However, in exceptional circumstances, the SEC recognises that a candidate may have worked with a particular person during their course of study, e.g. the Learning Support Teacher or approved Special Needs Assistant and that, in the interests of the candidate, the school may wish to nominate such a person as superintendent, reader or scribe. There must be justifiable, objective grounds for such an arrangement.

To ensure the integrity of the examinations are upheld, the following are not permitted to act as the superintendent, reader, scribe or in any other role in a special examination centre:

- Relatives of the candidate(s)
- Friends of the candidate(s)
- Another candidate within the school
- Any person under the age of 18 years.

Where the person acting as superintendent, reader, scribe or sign language interpreter is not familiar with the candidate's requirements, they should arrange to attend the examination centre the day before examinations commence in order to meet the candidate and to allow for a practice session with the candidate. Where a recording device or word processor is used, the candidate and school authorities should ensure that they have an adequate supply of removable media storage devices and that all equipment is in good working order.

PREPARING THE EXAMINATION CENTRE

- Display the *Penalty for Violation of Regulations* notice prominently inside the examination centre.
- Display the notice *Reminder to Candidates* in relation to the colour coding of examination papers in a prominent place inside the examination centre.
- Ensure that internet and all other information sources connectivity is disabled.
- Remove or turn all maps, charts, and other educational reference material in the examination centre.
- A clock showing the correct time should be clearly displayed in the examination centre. If there is no clock already in the centre, one should be borrowed or hired. The clock features should

be plainly visible to all candidates. You should carry out regular checks to make sure that the clock used is in good working order and shows the correct time.

- If possible, in the case of shared centres, arrange the desks so that the candidates are seated at least 1.5 metres/5 feet apart. In mixed centres (i.e., Junior and Leaving combined) the candidates should, as far as possible, be so arranged so that those taking the same examination should not be close to one another.

MONITORING OF EXAMINATION CENTRES

All of the centres in a school, including special centres, may be monitored by the SEC over the course of the examinations. SEC officials will always carry and show photographic identification. During their visit, the SEC official may inspect the main examination centres and any shared and individual special centres at their discretion.

RETURN OF EXAMINATION MATERIAL

In addition to examination scripts, any removable media or storage device (memory stick, SD card, CD, etc.) containing examination material **must** be forwarded to the SEC to ensure that candidates gets full credit for all of their work. Schools should provide suitable padding for such items in order to avoid damage in transit.

PROCEDURES FOR SCHOOLS IN DEALING WITH EMERGENCIES DURING THE EXAMINATIONS

a. Emergencies arising where arrangements are required within the school

Without recourse to the SEC, the school authority may authorise the following accommodations by providing a note to the superintendent confirming that the accommodation is required:

1. Granting rest breaks or rest periods in each examination session warranted by the physical or medical condition of the candidate. Please note the following in relation to rest breaks:
 - Based on their needs the candidate may take one or more rest break during each examination.
 - The total of the rest break(s) must not exceed 20 minutes per examination.
 - The clock is effectively stopped and the time is added at the end of the examination.
 - The candidate must notify the superintendent when they wish to begin/conclude each rest period.
 - Under this type of accommodation the time taken for rest or as a break may be compensated for at the close of each examination period to a maximum of 20 minutes.
 - The candidate may not read, write or complete any examination related activity during this rest break. Rest breaks cannot be used as additional time in which to complete the examination.
2. Taking of medicine, food or drinks into the examination centre where this is required for medical reasons.
 - Allowing the candidate to move within the centre.
 - Use of a special desk or chair used in the classroom.
 - Use of low vision aids used normally in the classroom.
 - Ensuring that a candidate with a hearing impairment is positioned close to the superintendent and, during the aural examinations, close to the CD player.

N.B. Only the SEC can approve rest breaks in excess of 20 minutes per examination. If this has been approved the school authority will have a letter from the SEC confirming this.

More Serious Issues

If a candidate is taken ill before or during an examination, please ensure that they are chaperoned by a member of the school authority until such time as a definitive decision is taken as to whether the exam will be completed or not. In such circumstances the SEC may permit the candidate to complete the examination later in the day, but, under no circumstances, can the examination be sat at a later date.

When a more serious emergency occurs, the school should inform the SEC at the earliest opportunity. The SEC will engage with the school, which is likely to be in the best position to help arrange the necessary alternative arrangements at short notice.

When the necessary arrangements have been agreed with the SEC (special examination centre access, supervision, changes to the timetable, etc.) then the required examination materials can be obtained from the SEC appointed superintendent. The candidate should be marked present on the roll. At the scheduled conclusion of the examination, the script should be returned to the SEC appointed superintendent. It should not be left with the attendant or with other personnel in the school.

3. Timetable Adjustments

Other than standard rest breaks schools do not have discretion to permit any deviation from the published timetable and must engage with the SEC about any potential changes. Schools do not have any discretion in scheduling changes or approving rest breaks in excess of 20 minutes per examination.

In exceptional circumstances, and with the express permission of the SEC, the start of the examination may be adjusted, provided that the following conditions are met:

- The candidate has not had sight of the examination paper or knowledge of its contents.
- The candidate has not had contact with other candidates or any person who may have had sight of the examination paper or have knowledge of its contents.
- The candidate has been supervised by the school authorities from the start time of the examination as per the official timetable.

Where the start time of the examination has been altered, the candidate must be allowed the full time specified for the examination.

If a candidate is taken ill during the examination, or requires a break for medical attention, it may be possible to extend the examination time to compensate for loss of time as appropriate provided there has been supervision of the candidate throughout.

Candidates may not take an examination on a later date under any circumstances.

Any change to the scheduling of an examination requires prior approval from the SEC

PROCEDURES FOR SUPERINTENDENTS ASSIGNED TO INDIVIDUAL OR SHARED SPECIAL EXAMINATION CENTRES

If you are appointed by a school to an individual or shared special examination centre you should familiarise yourself with this booklet and the procedures involved in conducting an examination before the examinations commence.

Before the start of an examination

It is important that you make yourself aware of the fire regulations of the examination centre and of other emergency procedures. In the event of an emergency (e.g. a fire) you should be guided by the appropriate authority in order to ensure the safety of all concerned. Please refer to Appendix H for full instructions.

A. CONDUCT OF SUPERINTENDENTS DURING THE EXAMINATIONS

When assigned to a special examination centre you are expected to give your **entire attention** to the work of superintending/reading/scribing. The use of mobile phones, other digital devices, the reading of newspapers, books, writing letters or engaging in any occupation other than superintending/reading/scribing during the examinations, is incompatible with the proper discharge of your duties. You should not bring **any items** (including newspapers, books, digital devices, etc.) into the examination centre, other than those which relate to the examinations.

1. Superintendents of special examination centres, including those acting as readers and/or scribes **must not give any advice, information or assistance to candidates in relation to the content of the examination papers, or the subject of the examination.**
2. Certain accommodations carry with them additional time in which to complete the examinations. In addition, some candidates present with medical or physical conditions which

3. means that they have been granted rest breaks in the examinations. As the superintendent of a special examination centre you will be provided with written confirmation of candidates granted additional time arrangements and/or rest breaks. Other than these arrangements, there can be no deviation from the published timetable.
4. You should not interpret any apparent misprint or defect in the papers except in accordance with any instructions issued by the SEC.
5. If you believe there has been an error you should raise this immediately with the SEC appointed superintendent or the school authority who can take advice from the SEC.
6. In order to protect the integrity of the certificate examinations and be fair to all candidates, the SEC will investigate all allegations or suspicions of malpractice in relation to the examinations, including inappropriate assistance in a special examination centre.
7. You should note that your centre may be monitored, during the course of the examinations, by an official of the SEC. This official will show photographic identification.
8. Specific criminal offences which relate to the Certificate Examinations are contained in the Education Act 1998.

EXAMINATION PAPERS

The custody of the examination papers is a most serious responsibility. You must use every possible precaution to prevent the examination papers from being tampered with in any way, opened or reviewed until the time appointed for the distribution of the papers in the examination centre.

The SEC appointed superintendent has been provided with a pouch for transferring the examination papers to your examination centre. Under no circumstances should the examination paper be removed from the pouch until you are inside your special centre and ready to commence the examination session.

You must undertake the following checks.

1. **You must confirm the subject and level being taken by the candidate prior to obtaining the examination material from the SEC appointed superintendent.**
2. Examination papers for different levels have different coloured covers. The SEC has provided a poster designed to remind candidates of the colour of the covers used for each examination and level. You are required to display the poster clearly within your centre and to draw candidates' attention to this poster. You should familiarise yourself with the colour coding system in order to ensure that you distribute the correct examination paper(s) to candidates.
3. You should then obtain all necessary material for the conduct of the examination (i.e. examination papers, examination stationery, details of corrections to examination papers where appropriate, etc.) from the SEC appointed superintendent.
4. Do not assume that the paper handed to you is correct, you must check this yourself.
5. You should again confirm with the candidate(s) themselves the subject and level being taken **prior** to distributing the examination paper and related materials.
6. When the examination has concluded, bring the completed script back to the SEC appointed superintendent in the pouch provided.

USE OF CALCULATORS, FORMULAE & TABLES BOOKLETS, DRAWING AIDS AND BILINGUAL DICTIONARIES

1. Formulae and Tables Booklets

Candidates are allowed to use the formulae and tables booklet in the subjects listed below:

Junior Certificate: Mathematics; Metalwork (Materials & Technology); Science; Technology.

Leaving Certificate: Agricultural Economics; Agricultural Science; Applied Mathematics; Biology; Chemistry; Construction Studies; Design and Communication Graphics; Economics; Engineering; Mathematics; Physics; Physics and Chemistry; Technology.

Leaving Certificate Applied: Engineering; Mathematical Applications; Technology.

Candidates are not allowed to use their own formulae and tables booklets and you will obtain the official Formula and Tables booklets from the SEC appointed superintendent. These booklets remain the property of the SEC and should be carefully collected and returned to the SEC appointed superintendent after each examination for which they are required.

2. Mathematical Drawing Instruments

- Candidates may use mathematical drawing instruments for all examinations. The use of science stencils and slide rules is permitted for the examination in the Science subjects and Mathematics.
- The use of drafting machines, parallel motion drawing boards and drawing instruments are allowed for subjects requiring the use of drawing paper. The use of smaller drawing paper can also be allowed if required. (See APPENDIX A, paragraph 74)

N.B.: Ensure that candidates enter their examination number on all drawing sheets issued to them.

3. Electronic Calculators

The use of non-programmable electronic calculators is allowed at the Certificate Examinations in accordance with Rule 74 of the Rules and Programme for Secondary Schools (see Appendix A).

- The sharing of calculators is not permitted due to COVID 19 regulations.
- No allowance will be made for battery or other calculator failure during the examination.
- Candidates must indicate the make and model of any calculator(s) used in the examination on their answer books.

4. Geography Aids

The use of string, thread, a magnifying glass and an opisometer is permitted for the Geography examination.

5. Bilingual Dictionaries

The SEC appointed superintendent will be informed by the SEC of the details of candidates who are allowed to use a bilingual dictionary. You should confirm with them if any candidate(s) in your centre has been granted the use of a bilingual dictionary.

The SEC permits the use of bilingual translation dictionaries in the certificate examinations by candidates whose first language is not English or Irish.

Dictionary Specification

- Bilingual translation dictionaries between the candidate's first language and English or Irish (i.e. without explanation of terms/definition) are permitted i.e. Russian to English and English to Russian.
- Monolingual dictionaries are not allowed (i.e. a Russian dictionary where words are explained in Russian)
- Electronic bilingual dictionaries, translators, wordlists or glossaries, are not permitted.

Subjects in which the use of dictionaries is not permitted

- The candidate's first language, e.g. a candidate whose first language is Russian will not be permitted to use a Russian dictionary in the Russian examination.
- English
- Irish
- A language closely related to the candidate's first language – Where a query arises as to the definition of a closely related language, the SEC must be consulted in advance of the examination for advice.

Provision of Bilingual Dictionaries

Where the use of a bilingual dictionary has been certified by the school, or where an external candidate meets the requirement to use a bilingual dictionary, those candidates may use their own dictionaries during the examinations provided these are free from additional personal notes/notation. The bilingual dictionaries must be made available for inspection by the examination centre superintendent before the commencement of each examination session.

If a candidate is found to be in possession of a dictionary/wordlist/glossary which does not conform to the above instructions, you should act in accordance with the instructions that apply where a candidate is found to be in possession of unauthorised books or notes during an examination, see section G below.

AT THE START OF AN EXAMINATION

In the interests of fairness to all candidates, the examinations must be conducted in a well-regulated manner. Before each examination session, draw the attention of candidates to the notice entitled *Penalty for Violation of Regulations*, copies of which are enclosed in your information pack. This poster should be displayed in all special individual/shared examination centres to remind candidates of the most important rules that must be observed during the examinations. At the end of this booklet you will find the rules and regulations relating to the conduct of candidates at the actual examinations. **You should familiarise yourself fully with these rules and regulations and advise candidate(s) that if they are in breach of any of them, they are liable to have the results of their examination(s) withheld and may also be barred from entering any state examinations for a period of time.**

- Instruct candidates that they are not allowed to have mobile phones, personal music players, lap-tops/tablets, electronic pagers, smart watches or other unauthorised electronic devices with them in the centre whether switched on or off.
- Instruct candidates to ensure that no papers, books, notes, etc. have been left on or around their desks or have been retained on their person.
- Provide candidates with an opportunity to get rid of such material in advance of the start of the examination.

N.B. This last point is particularly important as a breach of regulations may be determined as a result of a candidate bringing prohibited material into the centre. You should not be concerned with whether or not the candidate attempted to access such material. If you suspect that a candidate is breaching the rules for the conduct of the examinations, you must report this to the SEC appointed superintendent and follow their instructions.

- Ask each candidate to check that they have the correct examination paper and answer book.
- Announce any and all corrections for the examination as presented in the list of corrections. Never interpret any apparent misprint or defect in the examination paper except in accordance with the list of corrections or other instructions issued by the SEC.

AT THE END OF AN EXAMINATION

The official timetable must be adhered to during the course of the examinations except where a specific derogation has been sanctioned in advance by the SEC. It is imperative in all circumstances that you have allowed the full allotment of time for the examination as specified in the official timetable to the candidate. Providing additional time to candidates in which to complete their examinations, which has not been sanctioned by the SEC, is considered inappropriate assistance and may expose the candidate to a breach of regulations investigation and you to a charge of an offence under the Education Act 1998.

Examination scripts, including written answer books and scripts presented on non-standard media (removable media storage devices) should be returned **only** to the SEC appointed superintendent immediately after the scheduled completion of the examination. Under no circumstance may confidential material be given to anyone other than the SEC appointed superintendent. This includes door attendants or any other school personnel.

It is the responsibility of the SEC appointed superintendent to return the answer book(s) to the SEC.

Red Reasonable Accommodations Envelope

Where a candidate is presenting their work in a non-standard format or medium, their work must be returned by the SEC appointed superintendent in the red “Reasonable Accommodations” envelope. This applies to candidates who have been granted:

- The use of a word processor
- The use of a recording device
- Modified papers
- Enlarged papers
- Braille papers

You must ensure that all material presented by the candidate, including hard and soft copy where appropriate, is returned to them in the pouch provided ensuring that removable media devices are securely packaged for safety in transit.

PROCEDURES TO BE FOLLOWED IN THE CASE OF A SUSPECTED BREACH OF THE REGULATIONS

The SEC and its agents have a duty to all examination candidates to ensure that the examinations are conducted fairly and that all suspected breaches of regulations are duly followed up and investigated. In an examination centre this can include candidates using word processors to look up information either on the internet or on the memory of the machine as well as having in their possession mobile phones, notes, books, etc.

1. Your role is to ensure that there is appropriate intervention in cases where a breach of regulation is suspected and to report the incident to the SEC appointed superintendent immediately.
2. It is not your role to determine whether or not the incident is a breach of regulations, to assess the degree to which the regulations have been violated, or to provide information to the candidate of the likely outcome or consequences. Candidates will be provided with a right of reply when the matter is being investigated by the SEC.
3. Such incidents may be emotive for the candidate, so you should manage the situation in a sensitive yet professional manner. Remain neutral and do not make comments about the subsequent process that may be misinterpreted or misconstrued by candidates. You will be asked by the SEC appointed superintendent to provide a written report of the incident and in that case you should provide factual information, not subjective views as to what the candidate did or did not intend. Any mobile phones, books, notes or external aids confiscated should be securely retained.

Please follow all directions given to you by the SEC appointed superintendent in dealing with suspected breaches of regulations.

4. There are specific procedures to be followed in relation to candidates found with possession of a mobile phone/electronic device. If, during the course of an examination;
 - you discover a candidate to be in possession of a mobile phone/electronic device whether switched on or not;
 - a candidate's phone sounds, rings, beeps, receives a text message etc;
 - you discover a candidate who is using a mobile phone/electronic device (e.g. texting, scrolling through messages) during an examination;

You must confiscate the phone and retain it until the end of that examination session, at which point you should engage with the SEC appointed superintendent and the school authority and follow their directions in this regard.

PROCEDURES FOR SUPERINTENDING WHERE ACCESS TO A READER, READING ASSISTANCE, EXAM READING PEN, A SCRIBE, RECORDING DEVICE OR WORD PROCESSOR HAS BEEN GRANTED

A. GUIDELINES FOR SCHOOLS, SUPERINTENDENTS AND THE READER WHERE THE CANDIDATE HAS BEEN GRANTED ACCESS TO A READER/READING ASSISTANT

A reader is a person who, on request, will read the entire or any part of the examination paper to the candidate.

A reading assistant is a person who, on request, will read occasional words or phrases from the examination paper to the candidates.

The reader/reading assistant can only read the text as presented, and is precluded from changing the meaning, interpreting, adding additional information, providing an explanation as to what the questions require of the candidate or otherwise providing assistance.

Duties of a Reader/Reading Assistant

A person nominated as reader/reading assistant should have a capacity to read the examination paper in any language subject chosen by the candidate(s).

- The reader should read through the entire examination paper with the candidate(s), if required, ensuring that each word is heard clearly.
- The reading assistant should read occasional words or phrases from the examination paper to the candidates, when requested, ensuring that each word is heard clearly.
- **The reader/reading assistant may not give the meanings of words, nor expand on what is written.** The candidate(s) may ask for parts of the paper to be read again as often as necessary, but the reader/reading assistant may not suggest or choose parts of the paper for repetition without the candidate's direction. The reader/reading assistant must not advise the candidate(s) which questions to do, when to move on to the next question, or the order in which questions should be answered.
- If the candidate is taking Leaving Certificate Japanese, the reader/reading assistant can only read the English (or Irish in the case of an Irish version) part of the paper. They are excluded from reading in Japanese.

Guidelines for the Reader/Reading Assistant

- Read aloud, speaking in a clear voice and pronounce words correctly.
- Do not choose part of the examination for repetition, without direction from the candidate(s).
- Do not try to solve the problems or determine the correct answers as you read, as doing so may result in an unconscious pause or change in inflection that could be misleading or disconcerting to the candidate(s).
- Read each question clearly. Place special emphasis on words printed in boldface, italics or capitals and inform the candidate(s) that words are printed that way.
- Do not place your own emphasis on words not emphasised in the examination paper.
- If, when reading a word that is pronounced like another word with a different spelling, and there is doubt about which word is intended, spell the word for the candidate(s) after you have pronounced it.
- Spell any words requested by the candidate(s) on the examination paper only.
- In the case of multiple-choice questions, place equal stress on each response option.

On Completion of the Examination

The reader/reading assistant should sign the front cover of the script and indicate that they read the paper to the candidate(s) by writing:

'I acted as reader and read the examination paper to the candidate.'

B. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED THE USE OF AN EXAM READING PEN.

An Exam Reading Pen is a device which can be used to scan the examination paper which converts the text to speech which the candidate can listen to using ear-phones.

The following general information applies to this accommodation:

- Candidates granted the use of an Exam Reading Pen may be accommodated in a shared centre.
- The Exam Reading Pen should have any functionality such as storage facility or a thesaurus disabled with re-enabling access not available to the candidate.
- The Superintendent may read individual words or phrases to the candidate if required **or** if the Exam Reading Pen has difficulty reading the words or phrases.
- Certain subjects such as Mathematics are not compatible with an Exam Reading Pen because of mathematical symbols and equations. In such cases the candidate may have access to Reading Assistance.

On Completion of the Examination

The special centre Superintendent should sign the front cover of the script to indicate that they used an exam reading pen by writing:

‘This candidate used an exam reading pen to read the paper.’

C. GUIDELINES FOR SCHOOLS, SUPERINTENDENTS AND THE SCRIBE WHERE THE CANDIDATE HAS BEEN GRANTED ACCESS TO A SCRIBE

A scribe is a person in an examination who will and can only write the answers dictated by the candidate and is precluded from changing the meaning, interpreting, adding any additional information or otherwise providing assistance to the candidate in relation to the content of the examination papers, or the subject of the examination.

A scribe may only be utilised with the prior approval of the SEC. Under no circumstances may a scribe be utilised in any subject or component without prior approval from the SEC.

Duties of a Scribe

- A person nominated as scribe should have a capacity to write legibly and have a capacity to write in any language subject chosen by the candidate. Where applicable, the scribe must be familiar with the symbols used in Mathematics and/or the sciences.
- The duty of a scribe is to transcribe only what is dictated by the candidate. The scribe must not advise the candidate regarding which questions to attempt, when to move on to the next question or the order in which the questions should be answered. The scribe should write down answers exactly as they are dictated.

- During the Aural component of language exams, the CD may be paused to allow for dictation and transcription, however, the duration of the exam **must not** be extended more than the standard time allowed for dictation and transcription i.e. 10 minutes per hour.
- Although the scribe may read back the candidate's responses as requested, the scribe is not permitted to read any part of the examination paper to the candidate unless the SEC has also granted access to a reader/reading assistance.
- Any work that is in the candidate's own handwriting should be clearly marked as such by the scribe.

N.B.: In the Leaving Certificate subjects Art, Engineering, Construction Studies and Technology and in Leaving Certificate Applied Graphics and Construction Studies, candidates are allowed a scribe in the case of questions or parts of questions which require a written response. The scribe cannot under any circumstances produce sketches and/or drawings in any question in these examinations. Labelling and annotations are considered to be inherent parts of these diagrams and must also be the candidates own unaided work. A scribe is not permitted in the subjects Leaving Certificate Design and Communications Graphics (DCG). In the subject Leaving Certificate Japanese, a scribe can be used only for questions to be answered in English or Irish and **NOT** for questions to be answered in Japanese.

To accommodate the time overhead in the dictation/transcription process where a scribe is used, additional time is also allocated.

Additional Time for when a Scribe is used – Leaving Certificate

In the case of the subjects **Irish, English, History** and **Geography** there is a scheme in operation to make the time element less critical in these examinations. This scheme has allocated an additional 20 minutes to all candidates. Accordingly, in these subjects, the candidate may have 10 minutes additional time over and above that shown on the published timetable, which issued to schools (i.e. 10 minutes for the entire exam).

In all other subjects the candidate may have an additional 10 minutes per scheduled hour up to a maximum of 30 minutes.

On Completion of an Examination

The scribe should sign the front cover of the script and indicate that they acted as scribe for the candidate(s) by writing:

'I acted as scribe and wrote down the candidate's dictated answers.'

N.B. For each language subject taken by a candidate granted a scribe on the grounds of a physical difficulty, a form RASC 01 should have been given to the scribe by the school authority at the commencement of the examinations and must be completed by the scribe and returned to the school authority for transmission to the SEC at the end of each language examination. A separate form is provided in respect of each language subject for which the candidate is entered. This information will inform the examiner of the correct marking process to follow. It is imperative that the form is completed in full, confirming whether the candidate availed of the scribe or not, and returned to the Principal who should return it to the SEC in a timely manner.

N.B. Form RASC 01 only issues for candidates approved for access to a scribe on the grounds of a physical difficulty.

D. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED THE USE OF A RECORDING DEVICE*

***Recording device:** This can be interpreted as presenting material in a recorded sound format via an electronic device to a digital sound-file format. The SEC will accept digital sound recordings in an MP3 file format, preferably on recordable CDs or USB memory sticks. The SEC will not accept such recordings via e-mail. The SEC is not responsible for the costs associated with the purchase or use of removable media storage devices.

While it is accepted that a recording device may not be compatible with all subjects, a candidate, approved for the use of a recording device, must not use any alternative without the prior approval of the SEC, except in cases where they wish to write themselves. If this happens the candidate must return to the main centre.

The following general information applies to this type of accommodation:

- The only material to be recorded is the candidate's answers. It is **not** necessary to record dialogue between superintendent and candidate or between candidate and a reader/scribe if such assistance has also been granted.
- The recording should be paused as required in order to avoid periods of silence. This will greatly assist examiners when they are listening to recordings.
- You, the superintendent, should instruct the candidate to ensure that their answers are specific and clear and to indicate on the recording the question number or sub-part of the question that is being attempted, when a new question is being attempted and when all work is finished.
- Ensure that the candidate number, centre number, subject and subject level are stated on the recording at the beginning of each examination.
- Ensure that the candidate speaks with a clear voice.
- Confirm on the recording that the end of the examination session has been reached and the candidate has concluded their work at the examination.
- Where a candidate has a physical disability, it may be necessary to aid the candidate by starting and stopping the recording as instructed by the candidate.
- The candidate may ask for parts of the recording to be played back to them in order to check responses.

In relation to the use of digital media

1. Ensure that files are created and saved in MP3 format.
2. Ensure that files on the removable media include the candidate's examination number and subject in the file name.
3. Ensure all removable media are labelled with the centre number, candidate number, subject and subject level.
4. The removable media should be securely packaged and returned to the SEC appointed superintendent using the pouch provided.

E. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED THE USE OF A WORD PROCESSOR

While it is accepted that a word processor may not be compatible with all subjects, a candidate, approved for the use of a word processor, must not use any alternative without the prior approval

of the SEC, except in cases where they wish to write themselves. If this happens the candidate must return to the main centre.

On-Line Marking

As a special centre superintendent you must instruct candidates to clearly label all parts of their work in the Word document. If question parts and sub-parts are not clearly identifiable in the word processed exam script, candidates might not get full credit for their work.

You must also instruct the candidate to leave two blank lines at the end of each question to facilitate on-line marking.

Important notice in relation to return of scripts

The form RAWP01 (see Appendix D) must be photocopied and completed by the superintendent and returned with the script for each examination in which a candidate has been granted and availed of the use of a word processor.

1. In advance of the exams:

- The candidate, under the supervision of the school authority, must undertake to remove from any hard disk storage area all files that contain material which might contravene the rules governing the conduct of candidates (please refer to Appendix A for further information)
- The computer terminal used should be a standalone model, i.e. it should not be connected to the internet by any means or such access must be disabled by the school authority.
- In particular, the SEC directs that any files/documents/study notes, etc. being retained by the candidate on computer media are removed.
- Where the computer facilities in use are the property of the school and cleaning the hard disk would involve inconvenience for the school, the SEC is prepared to allow, on application, the retention of any data which is proper to the school as distinct from the candidate e.g. where the computer is in use by the school for its own administrative records.

Failure to follow these instructions could expose the candidate to the imposition of penalties.

2. An official of the SEC may call to examine the technology in use before or during the examinations.
3. The candidate should be allowed to work for the full period scheduled and the printing of a final hardcopy may be done subsequently. The candidate must be present when the final copy of material is being printed; this is to ensure that they are in a position to verify that all of their work is being submitted to the SEC.
4. It is imperative that prudent backup procedures operate to ensure that there is no data loss due to, for example, power interruption. If the computer software supports timed backup, this facility should be enabled.
 - Frequent saving to disk or storage device and/or intermediate production of paper copy is suggested. Individual circumstances will vary depending on the sophistication of the hardware and software available.
 - Even where a hard disk is installed, the candidate must copy or save data primarily to a removable media storage device, e.g. USB, CD/DVD, etc. The hard disk of the computer may be used for backup purposes.

5. If a candidate has been granted the use of a word processor on the grounds of physical difficulty, the spelling and grammar check must be **disabled** during all examination sessions undertaken by the candidate. Similarly, any auto correct facility must be **disabled**.

To disable the grammar and spellcheck functionality, open a blank Word document and proceed as follows:

- Click on file, select options and proofing.
- Uncheck all boxes under “when correcting spelling and grammar in Word”

6. If a candidate has been granted the use of a word processor on the grounds of a learning difficulty, the spelling and grammar check may be **enabled** during all examination sessions undertaken by the candidate. Similarly, any auto correct facility may be **enabled**.

The grounds on which the word processor has been granted will have been confirmed to the school authority in writing in advance of the examinations.

7. **The candidate will be examined based on the paper copy generated by the word processing package.** The candidate **must**, however, save their completed work to removable storage such as a CD/DVD or USB device. The removable storage used at each examination session **must be included** with the paper copy submitted. The candidate should ensure that all printed pages are numbered, e.g. **Page 1 of 10, Page 2 of 10, etc.** If the candidate has handwritten any part of the script or rough work on an answerbook, this should also be included.
8. All removable media should be labelled with the centre number, candidate number, subject and subject level. The removable media should be securely packaged and placed in the pouch provided, along with the printed script, where applicable, before returning to the SEC appointed superintendent. You are reminded once again that the SEC is not responsible for any fees or costs which may be incurred in the provision of these storage devices.

F. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED ACCESS TO A SIGN LANGUAGE INTERPRETER.

If you are carrying out the duty of a sign language interpreter you will, on request, sign to the candidate the entire or any part of the examination paper. Your role as a sign language interpreter is to present the questions in sign language without changing the meaning, adding any additional information or providing any explanation as to what the questions require of the candidate.

APPENDIX A

Extract from *Rules and Programme for Secondary Schools 2004/2005*

SECTION XI - CONDUCT OF CANDIDATES DURING EXAMINATIONS

56. It is each candidate's **own responsibility** to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.

Candidates are required to be in attendance at the examination hall at least half an hour before the examination commences in the subject in which they first present themselves. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable. Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination hall.

External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll **must agree with and appear in the same format as that on the candidate's I.D. Card.**

No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.

57. No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.

58. A candidate may not be permitted to leave the hall and return during the examination period unless the superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the attendant during the entire period of the absence.

The candidate must hand the answer book and examination paper to the superintendent on leaving the hall; the superintendent should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period.

Particulars of any such occurrence should be reported on the appropriate advice List.

59. A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answer book to the superintendent.

60. A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent, unless otherwise directed by the superintendent.

61. A candidate should raise his/her hand if he/she wishes to attract the attention of the superintendent during the examination.

It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take.

62. No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used. Candidates should not commence writing until instructed to do so by the superintendent.

63. A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.

64. Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose.

Candidates will be supplied with a formulae and tables booklet by the superintendent. They may **not** bring a copy of their own booklet into the examination hall.

- 65.** A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room:
- a) any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answer books, etc., as shall have been supplied to him/her by the Superintendent);
or
 - b) any memorandum, notes or mobile phone, electronic address book, data bank, etc. except a calculator as permitted under the regulations or bi-lingual translation dictionary where its use has been approved.
- 66.** In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the examination hall as may be notified to schools by the SEC.
- 67.** A candidate shall not, while in the examination hall:
- a) use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the superintendent and a bilingual translation dictionary where its use has been approved); or
 - b) aid, or attempt to aid, another candidate; or
 - c) obtain, or attempt to obtain, aid from another candidate or superintendent;
or
 - d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.
- 68.** A candidate:
- a) shall not write on the examination paper (except where answers are to be written on part of the examination paper itself) or I.D. card or formulae and tables booklet or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the examination paper.
 - b) shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered;
 - c) shall not remove from the answer books any leaf or part of a leaf;
 - d) shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused;
 - e) shall not damage the examination hall or its furniture.
- 69.** A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the superintendent:
- a) his/her answer book(s) and
 - b) the examination paper
- 70.** A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the superintendent.
- 71.** At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the Superintendent has collected the answer book(s).
- 72.** A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the superintendent.

- 73.** In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.
- 74.** Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape.

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

Unless otherwise stated in the specific syllabus and on the specific examination paper, the use of calculators is allowed in all examinations, subject to the following:

1. Neither the Department of Education or the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.
2. The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
3. Calculators must be silent and must not require the use of mains electricity supply.
4. Calculators may not be borrowed from other candidates during the examination.
5. Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations, does not render a calculator programmable.
6. Calculators with any of the following mathematical features are prohibited:
 - graph plotting
 - equation solving
 - symbolic algebraic manipulation
 - numerical integration
 - numerical differentiation
 - matrix calculations
7. Calculators with any of the following general features are prohibited:
 - data banks
 - dictionaries
 - language translators
 - text retrieval
 - capability of remote communication.
8. Candidates must indicate on their answer books the make and model of any calculator(s) used in the examination.
9. Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator. Any instructions printed on a casing that cannot be removed from the calculator must be securely covered
10. Candidates may not turn on their calculators until the examination begins.

This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances (see rule 65 above).

- 75.** A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.

76. Where the Commission forms the view that there has been a violation of these rules, it should inform the Department and it will be for the Minister to decide on the penalty to be applied. Where the Minister is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Minister may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Minister may form of the gravity of the offence; and the Minister may, if the Minister thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Minister may, according to the opinion of the Minister as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the Department of Education for such period as the Minister may determine.

APPENDIX B

The Education Act, 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

Education Act, 1998, Part VIII, Offences.

52.

(1) A person who -

- a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned;
- b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned;
- c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates;
- d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates;
- e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled;
- f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination;
- g) knowingly and maliciously destroys or damages any material relating to an examination;
- h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination;
- i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
- j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.

(2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1), or conspires with another person for the commission of any such offence shall be guilty of an offence.

(3) A person who is guilty of an offence under this section shall be liable -

- a) on summary conviction, to a fine not exceeding £1,500 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or
 - b) on conviction on indictment, to a fine not exceeding £5,000 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.
- (4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.

APPENDIX C



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co, na hIarmhí, N37 TP65.
Cornamaddy, Athlone, Co. Westmeath, N37 TP65.

RASC01

The Principal,
CES Secondary School,
Cornamaddy,
Athlone,
Co Westmeath.
N37 AB01

654321A

2019

Dear Principal.

The candidate listed below has been granted access to a Scribe. Please ensure that the Superintendent assigned to act as scribe for the candidate completes and signs this form to confirm that they acted as scribe or that the candidate did not avail of the scribe for the subject listed below.

N.B. Please note that if the candidate does not avail of the scribe s/he should return to the main centre and indicate same on this form.

Subject: ENGLISH PAPER 1

Candidate Name.	Candidate Number	Main centre number.	Separate centre number.
A.N. Other	123456	1234	54321

Please sign the appropriate section of this form below and return it to the school Principal at the end of the examination.

I confirm that I acted as Scribe for the above candidate and wrote down his/her dictated answers:

Signature

Date

I confirm that the candidate did not avail of the scribe.

Signature

Date

APPENDIX D

FORM RAWP01

State Examinations Commission			
Form to accompany scripts submitted in electronic format on a removable storage device			
Exam	Level	Subject	Paper
Centre Number	Special Centre Number (where applicable)		Candidate Number
Device Format ¹		Software Package ²	

Please indicate that the following essential tasks have been performed

Update the computer's virus protection	<input type="checkbox"/>
Virus check candidate's removable storage device	<input type="checkbox"/>
Confirm that the terminal used is a stand alone model, not connected to the internet through any medium	<input type="checkbox"/>
Confirm that wireless capability was disabled in advance of the examination	<input type="checkbox"/>
Have the grammar and spelling auto checkers been disabled, if required under the terms of the accommodation granted – please circle as appropriate	YES NO
Erase the candidate's files from the computer	<input type="checkbox"/>
Correctly title the candidate's file(s)	<input type="checkbox"/>
Correctly label the removable storage device	<input type="checkbox"/>
Securely pack ³ the removable storage device for posting	<input type="checkbox"/>
Include a printout of the examination in the candidate's envelope, making sure all parts are present	<input type="checkbox"/>
Signed (Superintendent): _____	
Date: ____ / ____ / ____	

A copy of this form should accompany **each** removable storage device.

Please photocopy this form for each removable storage device

1. **Reminder:** CD and DVD formats are not necessarily compatible. Do not mix these formats when saving a candidate's work.
2. E.g. MS Word, LibreOffice, OpenOffice, etc.
3. Secure packing means the use of plastic wallet, bubble packing, a stiff cardboard sleeve, etc.

APPENDIX E

EMERGENCY EVACUATION PROCEDURES FOR EXAMINATION CENTRES

Conscious of incidents and issues that can arise during the conduct of the written examinations, the SEC reminds schools and special centre superintendents of the procedures to apply in respect of the evacuation of special examination centres/schools in order to ensure the safety of candidates and also to preserve the integrity of the examination system.

First Morning of the Examinations

On arrival at the examination centre on the day before the examinations commence the special centre superintendent **must** familiarise himself/herself with the school fire regulations and emergency procedures.

In an Emergency

The special centre superintendent **must** take the following action in an emergency such as a fire alarm or other emergency evacuation situation.

- Make sure that the primary focus is on the safety of the candidate/s.
- Stop the candidate/s from writing.
- Instruct candidate/s to leave all question papers and scripts in the examination centre.
- Instruct candidate/s to leave the room in silence and to remain silent during the interruption as the intention is to return as soon as possible to continue the examination.
- Evacuate the special examination centre in line with the school procedures and instructions given by the school authorities.
- Make sure that the candidate/s are closely supervised while they are out of the special examination centre to make sure there is no discussion about the examination. Candidate/s should not have access to, or make use of, mobile phones during the interruption.
- Immediately contact the SEC Emergency Number 1800 111 135 or 1800 111 136 to report the incident. The SEC will provide guidance on next steps.
- Make a note of the time of the interruption and how long it lasted.
- Following resumption, ensure that the candidate/s are given the full working time set for the examination as outlined in the timetable.
- Make a full report of the incident and of the action taken, and include this with the Superintendent's report on the conclusion of the examinations in the centre.